

**MINUTES OF THE VINEYARD TOWN  
WORK SESSION AND COUNCIL MEETING  
Vineyard Town Hall, 240 East Gammon Road, Vineyard, Utah  
July 8, 2015 at 6:00 PM**

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**6:00 PM      WORK SESSION**

**PRESENT:**

Mayor Randy Farnworth  
Councilmember Julie Fullmer (6:40 PM)  
Councilmember Dale Goodman  
Councilmember Nathan Riley

**ABSENT:**

Councilmember Sean Fernandez

**Staff Present:** Public Works Director/Engineer Don Overson, Planner Nathan Crane, Deputy Sheriff Collin Gordon, Treasurer Jacob McHargue, Town Clerk/Recorder Pamela Spencer, Planning Commission Chair Wayne Holdaway, Water Operator Sullivan Love.

**Others Attending:** Resident Tyce Flake, Gerald Anderson with Anderson Development; Stewart Park with Anderson Geneva.

**6:05 PM –**

Mayor Farnworth reviewed the agenda with staff.

Mr. McHargue mentioned that the bid for the Public Safety Building came in around \$700,000, which was significantly higher than originally planned. He stated that the plans included a basement and other items that make the building more extravagant. He said that there were things that they could cut to make the building less costly. Mr. Overson said that when they did the geotechnical report on the site they hit liquefaction sand so they added the installation of helical piers, going down 150 feet to make it safe. He mentioned that Rich Perea with JUB, who worked for a geotechnical firm for 20 years, said that there were things that could be done that would cost less and still be safe. Mr. Overson stated that adding the basement was half the square footage cost. He said that adding the basement would be cheaper than filling the new building with staff and then have to build another building in a year.

Mr. McHargue said that there was money in the Capital Projects fund to build the building if they choose to do so.

Mr. Overson said that they could change the site plan. Mayor Farnworth suggested the following options: leveling the land and moving in mobile trailers, or renting an office building or space. Mr. Overson said that they needed to keep staff together. He mentioned that Anderson Development was renting office space with a warehouse for around \$3,000 so the offices could stay in Vineyard.

Mayor Farnworth said that if they did not build it now it would only get more expensive. Councilmember Goodman felt that it was something they needed to move forward on.

Councilmember Riley asked how this was prioritized in the list of projects that needed to be completed.

Staff and Council discussed the fact that they need more space for staff and the option of renting office space.

Councilmember Fullmer suggested that they have a recap of the Tuesday staff meetings emailed to the Council.

## **7:00 PM COUNCIL MEETING**

### **PRESENT:**

Mayor Randy Farnworth  
Councilmember Julie Fullmer  
Councilmember Dale Goodman  
Councilmember Nathan Riley

### **ABSENT:**

Councilmember Sean Fernandez

**Staff Present:** Planner Nathan Crane, Deputy Collin Gordon, Planning Commission Chair Wayne Holdaway, Water Operator Sullivan Love, Treasurer Jacob McHargue, Public Works Director/Engineer Don Overson, Town Clerk/Recorder Pamela Spencer.

**Others Attending:** Residents Sherry Teschner, Chris Judd, Cristy Welsh, Katie Woodward, and Marcella Hill; Orem Resident Emily Call; Milan Malkovich, LDS Church Project Manager; Gerald Anderson and Stewart Park with Anderson Development; Jake Young and Michael Taylor with Civil Solutions Group.

**Regular Session** - The meeting was called to order at 7:00 PM. The invocation was offered by Councilmember Fullmer.

### **CONSENT ITEMS:**

- a) Approval of May 27, 2015 Minutes
- b) Approval of July 1, 2015 Minutes

Mayor Farnworth called for a motion

**Motion:** COUNCILMEMBER FULLMER MOVED TO APPROVE THE CONSENT ITEMS. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

## **PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE COUNCIL**

Planning Commission Chair Wayne Holdaway – Chair Holdaway mentioned that they had one citizen with a concern about the fence around the LDS Stake Center. He said that Planning Commission recommended approval of the Site Plan and Conditional Use Permit for the church.

## **STAFF REPORT**

Public Works Director/Engineer – Don Overson – Mr. Overson reported that they are moving forward with Main Street and if UDOT were to push back the opening of the Vineyard Connector, they could open at the same time. He mentioned that the Sleepy Ridge Traffic Calming Committee would meet tomorrow night. He said that many of the weeds had been knocked down and sprayed. He added that the park restroom is open, and that the landscaping would be installed soon.

Councilmember Riley appreciated that the town cut down the weeds. He said that the Town was doing their part, one private landowner was doing their part, but other developers were not doing their part. Mr. Overson mentioned that the Town is renting a Toolcat with a brush cutter and they can take care of some of these problem areas. Councilmember Riley said that the Ordinance allows for the Town to send a compliance notice to the property owners and if they did not comply the town had the right to clean up property and bill them for it.

Attorney – David Church - Mr. Church was excused.

Utah County Sheriff Department – Collin Gordon – Deputy Gordon reported that they had increased patrols while he was gone. He mentioned that there had been loud parties in the low density housing. He stated that on June 29 the Megaplex had a burglary and that the Sheriff's office was able to apprehend the suspects within two days.

Planner – Nathan Crane – Mr. Crane reported that they have eight (8) to ten (10) projects submitted for development review. He said that some of the projects are along Mill Road, Center Street, and Geneva near the Maverik, and they need to make sure they fit the look desired for the area.

Councilmember Riley asked about the semi-anchor tenant on the corner. Mr. Crane said that it was a small strip mall and some pads.

Treasurer – Jacob McHargue – Mr. McHargue had no new items to report

Town Clerk/Recorder – Pamela Spencer – Ms. Spencer reported that she still needed two poll workers for the Primary Election.

## **COUNCILMEMBERS' REPORTS**

Councilmember Dale Goodman – Councilmember Goodman had no new items to report.

Councilmember Julie Fullmer - Councilmember Fullmer reported that the Town event went well. Mr. McHargue mentioned that there were over 400 people in attendance. Councilmember Fullmer said that they were working on a new webhost and added that she had several students who were designing new logos.

Councilmember Sean Fernandez - Councilmember Fernandez was excused.

Councilmember Nate Riley – Councilmember Riley had no new items to report.

**MAYOR'S REPORT** - Mayor Farnworth had no new items to report.

## **OPEN SESSION: *Citizens' Comments***

Mayor Farnworth opened the Public Session.

Resident Marcella Hill from the Garden subdivision reported that they still had no street signs or lights in the street lamps, and that their addresses had not been changed yet. Mr. Overson said that he contacted the contractor for the street signs and they said they would be installed this week; the streetlights are not energized and they are waiting for Rocky Mountain Power to turn on the power. He added that he would call Black and McDonald to take care of the lights.

Mayor Farnworth mentioned that the flashing signs in front of the schools would not be installed until a warrant study warrants them. Mr. McHargue mentioned that they would be redoing the warrant study every six months until it warrants the flashing signs. Mr. Overson stated that the School District has a committee that deals with safe routes to school and flashing signs and that he is trying to get on their committee.

Mayor Farnworth mentioned that he was going to contact Carlos Braceras, Executive Director of UDOT, to follow up on changing the freeway signs to include Vineyard.

Ms. Hill expressed her concern with deliveries and emergency vehicles finding their homes with no street signs installed and the correct addresses on their homes. Mr. Overson stated that the Town was no longer waiting for the developers to install the signs; Mr. Overson was going to order the signs and have them installed.

Councilmember Fullmer asked if Orem was not installing their school sign, and if Vineyard had installed theirs or were they waiting to get on the School District's committee. Mayor Farnworth said that they assumed that Orem would install theirs and they are not going to, so it would do no good to install Vineyard's. Mr. Overson said that they need to get on the committee with the school district. He mentioned that a sidewalk is being installed on the south side of 400 South. Councilmember Fullmer felt that there were citizens who brought this issue to their attention and we agreed to put the signs in and they are waiting to see them installed. She asked if we could post an update.

Councilmember Riley asked if the Town updates the Fire Department with the new subdivision information. Deputy Gordon said that the roads show up on the County mapping system and the Orem Fire Department has access to it. Resident Chris Judd said that resident Angela Kohl a firefighter for Orem mentioned that they do have access to the County mapping system.

Orem resident Emily Call asked if the sidewalk being installed on 400 south would be built up to meet with the street. Mayor Farnworth said that it would be discussed as part of a business item later in the meeting.

Resident Katie Woodward who lives on Water Lane in the Garden subdivision asked what it would take to get the fence color requirements changed. Mr. Overson said that the fence color is part of the development agreement. Mr. Crane mentioned that the developer made the color choice, he is willing to talk to them about it, but they need to contact Mike Olsen with Home Center Construction, which is the master developer. He said that the town wants consistency.

Resident Christy Welsh of the Garden subdivision asked if they were allowed to install solar panels. Mr. Crane said could but they would need to get a building permit through the town.

Resident Sherry Teschner who lives on Holdaway Road asked if there would be any discussion on the recycling program. Mayor Farnworth said that it would be on the next agenda. Ms. Teschner mentioned that she talked to her bank about automatically withdrawing money from her account and they told her that it was not ethical and they will contact their lawyers. Mayor Farnworth said that because she did not verbally ask to opt out the charge was added to her account. Mr. McHargue stated that they were not doing anything illegal, and added that they could take her off auto pay. Ms. Teschner felt that the water and garbage fees were separate charges before the recycling came into effect. Mayor Farnworth said that he would talk with Mr. McHargue and Mr. Church to confirm that they are not doing anything illegal. Ms. Teschner felt that it should have been an opt-in option. Mayor Farnworth explained that the item had been vetted properly for four (4) months and they were transparent on it. He said that they would discuss the option of offering an annual opt-out period at the next Town Council meeting.

## **BUSINESS ITEMS:**

### **8.1 PUBLIC HEARING – Site Plan and Conditional Use Permit for a 21,000 square foot church**

Michael Raymond, with Raymond, Van Nosdol and Associates is requesting approval of a Site Plan and Conditional Use Permit for a 21,000 square foot church. The Mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to the Town Planner Nathan Crane.

Mr. Crane reviewed the request for a Site Plan and Conditional Use Permit for a 21,000 square foot church. He explained the configuration of the building on the lot, the landscaping, and the walls that would surround the site. He mentioned that there would be 287 parking spaces, which included 10 ADA spaces. He said that based on the reviews, the site plan meets all of the requirements on the General Plan. He mentioned that Planning Commission recommended approval subject to the six (6) stipulations in the staff report.

Councilmember Riley asked about the existing fence on the southeast side that is concrete and the fence on the southwest side that has vinyl and how they would match them up. Mr. Crane said that the goal is to have a six (6) foot concrete wall around the project, and added that the developer would talk with the owners of the vinyl fence about removal.

**Motion:** COUNCILMEMBER GOODMAN MOVED TO OPEN THE PUBLIC HEARING AT 7:42 PM. COUNCILMEMBER FULLMER SECONDED THE MOTION.

Mayor Farnworth asked for public comments.

Planning Commission Alternate Chris Judd recommended that they have a dedicated turn lane in the center of 400 South and paint the curb red on the south side of the road. Mr. Overson said that the curb is painted red up to the Ashely Acres subdivision. Mr. Judd's concern was people parking on the road and there not being enough room for cars to pass.

Ms. Teschner asked where the main entrance would be. Mr. Crane explained that there would be two (2) entrances; one between Councilmember Riley's and Arthur Pheysey's homes and one in front of Robert and Cumorah Holdaway's home. He mentioned that there would also be an entrance from 475 South going into the Sleepy Ridge subdivision.

Ms. Call asked what would be happening on the northwest corner of the property with the fence and sidewalk. Michael Raymond, architect on the project said that the top of the floor of the new structure would be one foot above the street so that it grades away from the building. He added that the storm drainage drains away from the perimeter. He said that the fence line will be on grade and the sidewalk will match the rest of the sidewalk with a gradual slope to the lot. Mr. Overson mentioned that there would be a little bit of elevation difference and they will grade it gradually out. Mr. Crane Nathan stated that there are minimum requirements for ADA.

Mr. Judd asked at what point the fence would be installed. Mr. Raymond said that would be determined during the construction phase.

Mayor Farnworth called for further comments.

Milan Malkovich, LDS Church Project Manager stated that during construction if there were any concerns they would work with the neighbors and homeowners. He said that their goal was to have a consistent fence around the property and that it would be located on the church's property so they can fix any problems that might arise. He explained that they prefer not to have white fences because the sunlight reflects off the fence and destroys the landscaping on the south side of the fence. He said that they would be using water wise landscaping with rock mulch and

plants that would grow slowly and be cost effective over time. He mentioned that they would be willing to paint the curb red in front of the church.

Councilmember Riley asked what color the concrete fence would be. He said that the graffiti on the current fence stands out and he would prefer that there be color to it. Mr. Malkovich said that they would be willing to work with the city to come up with a color that works.

Councilmember Riley asked if there were any plans to block off the parking lots during the week so there is no through traffic. Mr. Malkovich preferred not to block it off unless there is a safety issue. Councilmember Riley expressed his concern with people attending soccer tournaments using the church parking lot. Mr. Malkovich said that the church is willing to entertain a reciprocal parking agreement with the city. Councilmember Fullmer explained that they might not know when the soccer games would be held, and that there is overflow from the Lake Side Park along the streets. She suggested that they might want consider that if they did not have an arrangement that there would be overflow parking in their lot. Mr. Malkovich felt that most of the people who would be parking in the lot are from the town and know that church members have ownership. He said that they do not allow use of their facilities for political purposes; any other use should be handled locally with the stake facilities manager.

Mayor Farnworth called for a motion to close the public hearing.

**Motion:** COUNCILMEMBER RILEY MOVED TO CLOSE THE PUBLIC HEARING AT 8:00 PM. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Mayor Farnworth called for further comment.

Councilmember Riley asked if the example of the light was consistent with the light poles in the rest of the town. Mr. Crane explained that they did not have be the same light because they were interior lights.

Mayor Farnworth called for a motion

**Motion:** COUNCILMEMBER GOODMAN MOVED TO ACCEPT THE FINDINGS AND APPROVE THE REQUEST FOR A SITE PLAN AND CONDITIONAL USE PERMIT FOR A CHURCH SUBJECT TO THE SIX STIPULATIONS RECOMMENDED BY THE PLANNING COMMISSION.

1. THE SITE PLAN SHALL CONFORM TO THE SITE PLAN, ELEVATIONS, AND LANDSCAPE PLAN DATED JUNE 19, 2015, EXCEPT AS MODIFIED BY THESE STIPULATIONS.
2. ALL SIGNAGE SHALL REQUIRE A SEPARATE PERMIT.
3. IN ACCORDANCE WITH SECTION 1416 OF THE TOWN OF VINEYARD ZONING ORDINANCE, THE APPROVAL OF THE SITE PLAN SHALL EXPIRE IN (180) DAYS IF A BUILDING PERMIT HAS NOT BEEN ISSUED.
4. THE CIVIL CONSTRUCTION DRAWINGS SHALL MEET ALL REQUIREMENTS AS DETERMINED BY THE TOWN ENGINEER.
5. THE FINAL LANDSCAPE PLANS SHALL BE REVIEWED AND APPROVED PRIOR TO ISSUANCE OF A BUILDING PERMIT. THE FINAL LANDSCAPE PLANS SHALL INCLUDE A DETAIL SHOWING THE REQUIRED PARKING SCREENING ALONG 400 AND 475 SOUTH. THE LANDSCAPE BUFFER SHALL COMPLY WITH SECTION 2008.3.

6. ALL LIGHTS SHALL BE FULLY SHIELDED AND DIRECTED DOWNWARD. LIGHT POLES SHALL NOT EXCEED A TOTAL HEIGHT OF 15 FEET. LIGHT LEVELS SHALL NOT EXCEED ONE FOOT CANDLE AT THE PROPERTY LINE. COUNCILMEMBER RILEY SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

## **8.2 DISCUSSION AND ACTION – Scope of Work Addition for Town Center Design Standards**

The Technical Advisory Committee (TAC) has requested additional work from the consultant as part of the Town Center Design Standards. The additional work will include transportation modeling and conceptual plans for the promenade. The consultant is requesting additional funds to complete this work. The Mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to the Town Planner Nathan Crane.

Mr. Crane explained that at the last TAC meeting there was discussion about a need to do national modeling on traffic flow to make sure that they have the correct road widths, turn lanes, etc., for this area. He said that there was also a discussion on what the promenade could be. He said that they asked the consultants to prepare a modified scope of work that would include traffic modeling and concept visioning for the promenade. He mentioned that there would be an additional cost of about \$22,500. He added that this includes the ability to extend the time for when the project would be completed. He said that this would encourage more review and added that he invited the property owner to meet with them and go over any concerns they might have.

Councilmember Riley asked how much of the additional costs were going outside of those already hired to work on the Town Center Design Standards. Jake Young with Civil Solutions Group said that \$5,000 would go to outside consultants for the transportation model. Michael Taylor with Civil Solutions Group mentioned that they would be working with Mike Brown who is a regional expert on transportation models.

Mayor Farnworth called for a motion.

**Motion:** COUNCILMEMBER RILEY MOVED TO AUTHORIZE THE ADDITIONAL SCOPE OF WORK FOR THE TOWN CENTER DESIGN STANDARDS THAT INCLUDES THE TRANSPORTATION MODELING AND THE PROMENADE CONCEPT DESIGN.

Councilmember Fullmer asked if the transportation modeling covered bike lanes. Mr. Young said that they were already included in the current modeling. Mr. Taylor mentioned that they would be looking at motor vehicles and how they would move through the development, as well as other types of transportation.

Councilmember Fullmer asked why the committee felt it was important to extend the work. Mr. Crane said that they were adopting a set of standards which addresses cross sections for certain road and how big the roads needed to be. He said that they felt that it was important to model it and make sure that the cross sections were accurate. He added that they needed to make sure the ingress and egress points would actually function. He said that one of the things that would make a development fail is the ability to get in and out of it.

Mr. Overson said that was important to understand that they are developing a Town Center area that would have a rail station and that a certain amount of the traffic would be going in and out of the station. He said that it was important to make sure that traffic does not affect the Town Center development and by modeling it, they would take into consideration both types of traffic.

Mr. Crane gave an example of the intersection at Thanksgiving Point and how difficult it was to get in and out of the area. He added that they want to avoid having those types of intersections.

Councilmember Riley stated that some of this request was coming from Gerald Anderson with Anderson Development, who is saying that they could have more trips than anticipated. He explained that when they looked at the main cross section they questioned whether it could handle the trip numbers, so it was suggested that they get someone professional to model it. They wanted to know up front what those trips could be and if they would be willing to give up more space to handle the trips anticipated.

Mr. Anderson stated that at the last meeting, they had a beautiful road and a great cross section but that they do not always function. He explained that when State and Main intersect there would be a lot of traffic intersecting. He said that it became obvious where the Vineyard Connector went into the intermodal hub road there was not enough right turn access and at some point they would hit gridlock. He stated that now was the cheapest time; while they were doing the engineering, talking about setbacks, deciding if there were enough right-in and right-outs, etc., to do the modeling. He explained the decisions made on the 106<sup>th</sup> South development in South Jordan to request two (2) left turn lanes were because when they did the traffic study it showed they would be needed. He said that he could see where in certain parts of the town that they would hit gridlock at certain points of the day. He added that they were willing to extend the moratorium to make sure that this was done correctly.

Ms. Hill asked if they are talking about roundabouts, etc. or was it already planned out. Mr. Crane explained that this was for the new Town Center and added that he would be willing to meet with her. He mentioned that the next TAC meeting was scheduled for July 17, 2015. He said that as part of the process they have a group of people that were providing input along with the consultants.

Ms. Welsh asked if they were going to make the streets larger, would they lose the promenade or where would that space come from the widen the roads. Mr. Anderson explained that the intermodal hub will be north the Vineyard Connector and that Main Street would be a major intersection into the intermodal hub. He suggested that they might need to have two (2) dedicated turn lanes.

Mayor Farnworth called for further discussion. Hearing none, he called for a second on the motion.

COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR.  
MOTION CARRIED WITH ONE ABSENT.

### **8.3 PUBLIC HEARING – Amendment of 2014-2015 Fiscal Year Budget (Resolution 2015-09 )**

The Mayor and Town Council will hear comments from the residents of Vineyard on the proposed amendment to the 2014-2015 Fiscal Year Budget. The Mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to Treasurer Jacob McHargue.

Mr. McHargue stated that he needed to clean up items in the General Government Administrative Fund to bring it under the 100% expenditure. He explained that the main reason they were high was that the Information Systems and Administrative costs were higher than budgeted. He stated that the Professional and Technical Services inspection fees were higher than anticipated. He explained that the amount of Impact fees that came into the city were higher than anticipated and that meant that the fees going out were also higher. He also mentioned that Roadway Facility and Storm and Ground Water expenditures were higher. He said that the Sewer Fund Impact fees were also higher than anticipated.

Mr. McHargue mentioned that the offsetting revenues were changed and in General Fund he brought the Franchise Tax up closer to what they actually were to offset the expenditures.

Mayor Farnworth called for a motion to open the Public Hearing.

**Motion:** COUNCILMEMBER RILEY MOVED TO OPEN THE PUBLIC HEARING AT 8:20 PM. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Mayor Farnworth called for public comments. Hearing none, he called for a motion to close the Public Hearing.

**Motion:** COUNCILMEMBER RILEY MOVED TO CLOSE THE PUBLIC HEARING AT 8:21 PM. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Mayor Farnworth called for a motion.

**Motion:** COUNCILMEMBER RILEY MOVED TO APPROVE THE RESOLUTION AMENDING THE VINEYARD TOWN BUDGET FOR THE 2014-2015 FISCAL YEAR. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ROLL CALL VOTE WAS AS FOLLOWS: MAYOR FARNWORTH, COUNCILMEMBER FULLMER, COUNCILMEMBER GOODMAN, AND COUNCILMEMBER RILEY VOTED AYE. COUNCILMEMBER FERNANDEZ WAS ABSENT. MOTION CARRIED WITH ONE ABSENT.

#### **8.4 DISCUSSION AND ACTION – Staffing and Pay Ranges**

Treasurer Jacob McHargue will present for approval pay ranges and qualifications for staff. The Mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to Treasurer Jacob McHargue.

Mr. McHargue said that they joined a website called Technology Net, which specializes in salary comparables around the country. He stated that he also surveyed several cities in Utah County. He explained that they needed to set up pay ranges for new employees and adjust the pay scale for current employees. He reviewed the current step pay scale and proposed that they move to a pay range system using the current range in step one (1). He stated that they were the ranges currently listed in the Policies and Procedures manual. He proposed that they adopt the new pay range for each position. He said that he believed the pay ranges would assist the town in multiple ways; it would make it easy for the Council to adopt an amount for raises and then they can filter the raises with staff based on the performance evaluations and give a percentage based on that evaluation. He said that it would help with Human Resource issues regarding mid-year raise requests from employees by having an annual system in place for raises. He mentioned that this would not have a fiscal impact on the town. He stated that all employees were currently being paid within their pay range.

Councilmember Riley asked if the last column in the report was specific to the town of Vineyard. Mr. McHargue said that the figures were from the study data he compiled, and that he took what was most common. He explained that when he was looking at different positions, if 90 percent of the cities had them at exempt he included them as exempt on the report and if positions came in 50/50 he placed them in the nonexempt category.

Councilmember Riley asked if the benefits were included in the survey data. Mr. McHargue said that the benefit data was not included in these ranges and that this was just raw salary data.

Councilmember Fullmer asked if they would be approving pay ranges for all staff. Mr. McHargue said that they would set pay ranges for new positions so that when they post the position for hire they can list a pay range depending on experience. He mentioned that new positions they would be hiring for in the near future would fall within the pay ranges being set now.

Mayor Farnworth called for further questions.

Councilmember Fullmer wanted to look at the study further. Mayor Farnworth mentioned that Mr. Overson and Mr. McHargue have been working on this and felt that this was a good time to make this change because they are looking at hiring more people. He pointed out that they would be discussing the hiring of a Finance Director and that the salary range was included in the report.

Councilmember Riley asked when they were going to be hiring new people. Mr. McHargue stated that they would like to post for the hiring of up to three (3) new positions in the Public Works Department in the next two (2) weeks. He said that those positions would be a Public Works Inspector, a Building Official, and whatever the Council decides to do with the front desk position. Councilmember Fullmer asked if that meant the Treasurer, Finance Director, or Administrative Assistant. Mr. McHargue replied in the affirmative and added that they would also be hiring a Public Works Technician.

Councilmember Goodman asked if that they needed to wait and post the front desk position after the Council made a decision on the Finance Department. Mr. McHargue suggested that they give him permission to post jobs with certain pay ranges and then postpone the reorganization of the Finance Department until a later date.

Councilmember Goodman asked if it would work to post a starting hourly rate or salary that was within the range that they anticipate adopting. Mr. McHargue said that it would work but he felt that they would get more applicants if there were a set range.

Councilmember Riley stated that he would like more time to go over the report and asked to have it put on the next agenda. Mr. McHargue explained that it would delay a couple of hires for at least a month. Councilmember Riley said that he did not understand the report when he first received it and with what was being suggested he would like more time to review it.

Mr. McHargue asked if there were any positions he could move forward with hiring, such as the administrative position. Councilmember Fullmer wanted to look at the options first. Mr. McHargue stated that it could be an option for a Councilmember to take on the treasurer position for now.

Councilmember Riley restated that he would like to take more time to review the reports. He felt that when they considered everyone they would be bringing on, they would be impacted by these changes.

The Council agreed to postpone this item until the next meeting.

## **8.5 DISCUSSION AND ACTION – Establish a Traffic Calming Request Process**

Town Engineer Don Overson would like the Council to give him direction regarding the traffic calming process. This process will need to be approved by the Council before it can be used as a tool for the Town. The Mayor and Town Council will take appropriate action.

Mayor Farnworth explained that in previous meetings, they discussed having a traffic calming process and that Mr. Overson was looking for approval to complete the process.

Mr. Overson felt that it was important to have a process in place that the residents would go through. He said that the process could move a lot more quickly and the Council would not have to make a decision based on the pressure in the room.

Councilmember Fullmer asked if they were talking about the process that Mr. Overson gave the Council earlier. She expressed her concern with needing 75 percent of the residents' signatures. She said that she would like to have the Engineer look at the area first, determine if there was a problem and if so, then address it. Mr. Overson stated that the idea was to identify the area of concern, have the residents get the required signatures, create a committee, and then bring the resolution to the Council.

Councilmember Fullmer requested that some of the wording be changed in the process.

Mayor Farnworth said that as he understood it, the Sleepy Ridge subdivision would be grandfathered into the process.

Mr. Overson said that the estimated cost would be about \$4,000 to get the drawings with all of the options that would be available. He mentioned that he had a list he could send to the Council and they could eliminate any solutions they did not want to use.

Councilmember Riley mentioned that Ryan Hales suggested they eliminate options to start with. Mr. Overson suggested that they wait until they have had a Sleepy Ridge committee meeting or two (2) with Mr. Hales before they rule out any of the options.

Councilmember Fullmer asked how many committee meetings were planned. Mr. Overson said that they were meeting the next day and then they would decide what else would be needed. He stated that they might need to give Mr. Hales time between meetings to put things together. He emphasized that the process needed to be completed by the last Council meeting in August. Councilmember Fullmer asked Mr. Overson to send to Council the summary sheet and the traffic calming options discussed.

**Motion:** COUNCILMEMBER RILEY MOVED TO AUTHORIZE DON OVERSON TO COMPLETE THE TRAFFIC CALMING PROCESS TO PRESENT TO THE COUNCIL. COUNCILMEMBER FULLMER SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

## **8.6 DISCUSSION AND ACTION – Toolcat™ Utility Work Machine**

Treasurer Jacob McHargue will present the costs for a lease agreement for a Toolcat™ Utility Work Machine and the purchase of attachments. The Mayor and Town Council will take appropriate action.

Mayor Farnworth turned the time over to Treasurer Jacob McHargue.

Mr. McHargue explained that they had been looking into purchasing a Toolcat™, however the purchase price came in higher than budgeted. He stated that they could lease the machine with an option to purchase after 3 years, which would be close to the actual purchase price. He said that the lease amount would be \$14,041.92 per year. He mentioned that the machine comes with a frontend loader bucket and added that there were two (2) attachments they would like to purchase; a 68-inch angle broom and a 66-inch brush mower. He explained that they were able to test the Toolcat™ and brush mower, which would take down to a 3-inch thick tree and mulch it. He said that they are currently using the tractor, which does not mulch. He proposed that they do a 36-month lease and purchase the two (2) attachments. He mentioned that they budgeted \$29,000 for the equipment purchase.

Councilmember Riley asked what the total would be. Mr. McHargue said that it would be about \$22,075, which puts them \$1,500 over the amount budgeted. Mr. Overson stated that at the end of the three (3) years they would only owe \$16,000 to purchase it. Mr. McHargue mentioned that the purchase price is \$52,000 and the buyout price would be about \$54,000 so they would pay a little more than what the initial purchase price would have been. Mr. Overson also explained that there are companies that lease attachments for the machine. He stated that they currently have no equipment and this will allow them to do more work.

Mayor Farnworth called for a motion.

**Motion:** COUNCILMEMBER GOODMAN MOVED TO APPROVE THE LEASE AGREEMENT FOR THE TOOLCAT™ UTILITY WORK MACHINE AND THE PURCHASE OF ATTACHMENTS. COUNCILMEMBER RILEY SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

### **ITEMS REQUESTED FOR NEXT AGENDA**

Mayor Farnworth stated that the recycling issue and the pay scales needed to be placed on the agenda for the next meeting. He reminded Mr. McHargue that he would be sending out an email with an account of the Tuesday Staff meetings.

### **ADJOURNMENT**

**Motion:** COUNCILMEMBER RILEY MOVED TO CLOSE THE TOWN COUNCIL MEETING AT 8:52 PM AND OPEN THE REDEVELOPMENT AGENCY MEETING. COUNCILMEMBER GOODMAN SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED WITH ONE ABSENT.

Meeting adjourned at 8:52 PM. Next regularly scheduled meeting is July 22, 2015.

Following the adjournment of the RDA meeting, Gerald Anderson mentioned that he had some economic development opportunities and requested that the Town Council provide a representative to attend meetings with these potential developers. The Council agreed to have Councilmember Goodman represent them.

MINUTES APPROVED ON: September 9, 2015

CERTIFIED CORRECT BY: /s/ Pamela Spencer  
P. SPENCER, TOWN CLERK/RECORDER